Graham Hills 5.15 - Audio Visual Equipment - Operating Instructions

University of Strathclyde

The AV equipment in this room is controlled via the Touch-Panel Controller

1. Touch the panel once with your hand. The University crest will appear. Touch the panel again. The display will change to say *The projector is currently starting - It will take 30 seconds before an image appears on-screen.*

The display will now change to show a a selection of "buttons" which represent the range of available facilities.

You can select from DVD, VCR, Doc Camera, Laptop and Main PC

Using a laptop with the Data Projector

2. Follow step 1 (above) and select **Laptop** on the Touch-Panel. (The screen will lower automatically)

3. Connect the monitor cable, which is coiled on top of the lectern, to the monitor socket on your laptop.

4. Now switch your laptop on. If your presentation has sound, connect the small audio plug to the headphone socket on your laptop.
Adjust the sound level by pressing the **Volume Control button** to the top right of the panel. **Increase, Decrease** and **Mute** buttons will appear at the top of the panel.

You should now be able to see the output from your laptop on the screen. If not, you should "toggle" your laptop's screen output using the appropriate function key. It is most often Fn+F7 but it this can vary, depending upon the model of laptop being used.

5. Please shut the system down when you have finished. On the panel at the bottom, press the **Press here to Shutdown** button. The panel will now show 2 buttons - a blue **NO** button and a red **YES** button. Press the red **YES** button. The system will now shut down.

VCR and DVD playback

6. Switch the system on, following step 1 (above) and select either DVD or VCR on the Touch-Panel.

The panel display will change to show buttons which control either the DVD or the VCR. You can use these controls to navigate through the various chapters, play, pause etc.

7. The DVD/VHS player is housed in the lectern. Now insert your DVD or VHS cassette into the machine as required.

8. Adjust the sound level by pressing the **Volume Control** button to the top right of the panel. **Increase, Decrease** and **Mute** buttons will appear at the top of the panel.

9. Please shut the system down when you have finished, following step **5** in the preceding section.

Visualiser or (Document Camera)

10. Switch the system on, following step 1 (opposite) and select **Doc Camera** on the panel.

11. Ensure the visualiser is switched on. The on-off switch is on the far left of the visualiser's front panel. *(A)*

12. With the visualiser you can display transparencies, printed material or solid objects via the data projector. To project printed sheets or solid objects the 2 overhead lights must be switched on by pressing the LAMP button *(B)*.

13. To project transparencies the lamps should be switched off, when the lightbox will switch on, lighting the transparency from underneath.

14. To focus, at any time, press the **AF** button.

For more info, please go to : http://www.touchboards.com/samsung/pdf/SDP-900DXA_guide.pdf

***nb.** Please shut the system down when you have finished, following step **5** in the preceding section.

Microphones

There are 2 microphones available for use, a lectern microphone and a tieclip radio microphone.

16. To switch on the lectern mic, press the button at the base of the microphone. The lamp will illuminate red. The sound level is preset so cannot be adjusted.

15. To switch on the tieclip mic, open the front flap by pinching the two side buttons between your thumb and forefinger. Press and hold the ON/OFF button. The display will illuminate momentarily and the red LED will come on.

Switching off both microphones is simply a matter of pushing the same buttons used to switch them on.

PC

A PC will be installed permanently in this room in the near future.

ASSISTANCE

If you experience difficulty with the AV equipment or wish to report a fault please contact Learning Services on Ext. 5999 (or 0141 548 5999).

Alternatively, you can email us LS-roomsupport@strath.ac.uk

http://www.learningservices.strath.ac.uk